



CalWORKs Division

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Newsletter

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WHO IS SUPPOSED TO ADMINISTER THE GN 6140, SCREENING FOR SUBSTANCE ABUSE AND MENTAL HEALTH?

The following staff must administer the GN 6140:

- Every CalWORKs Intake Eligibility Worker (EW) when an applicant is applying for CalWORKs;
- Every CalWORKs Approved EW when conducting an annual redetermination;
- Every Home Interview Program (HIP) EW during the home interview, when Specialized Supportive Services (SSS) have not been identified;
- Every Homeless Case Manager (HCM) when assessing the applicant/participant during the HCM Intake process;
- Every GAIN Services Worker (GSW) during the orientation and appraisal appointment; and
- All Los Angeles County Office of Education (LACOE) staff during Job Club when working with CalWORKs participants.

Yes, everyone is responsible for administering the GN 6140, also known as "the four and four." This is to ensure that applicants/participants have an opportunity to identify a need for SSS and, if needed, access the services to overcome barriers to employment and become self-sufficient. Screening a participant at various points of contact provides the participant with an awareness of available SSS and an opportunity to self-disclose or identify a need for SSS.

Remember the GN 6140 **must** be administered. This means you must read the document to the applicant/participant and you must annotate his/her responses on the form. ***The GN 6140 should never be handed or mailed to the applicant/participant for completion.***

LOOK WHO IS CURRENTLY CONDUCTING A PILOT & HOW IT AFFECTS YOU

On July 16, 2007, Region V and its corresponding CalWORKs district offices (Compton, Paramount, South Family, and South Central) began a six-month pilot. Staff from these offices administers a new mental health and substance abuse screening tool to participants at the same contact points as outlined above. The pilot screening tool has more detailed information and different questions than the original form, and is designed to be scored so that participants with urgent needs for services can be identified and differentiated from those with less urgent service needs.

The SSS Section monitors this pilot very closely and compiles monthly reports to evaluate its effectiveness in identifying service needs and making timely referrals. We are asking that all non-pilot offices continue using the existing GN 6140, as per existing procedures.

Federal Employer Identification Number (FEIN) – What Is It and Where Can I Find It?

A FEIN number is the unique identification number given to employers by the federal government for tax purposes. A FEIN is a seven to ten digit number located on the Income and Eligibility Verification System (IEVS) abstracts.

The FEIN is most often accompanied by the employer name and address; however, it is not unusual to receive an abstract reflecting only the FEIN. Should an abstract be received reflecting only the FEIN, don't worry, the employer's information can be obtained via the FEIN microfiche available in each district office. If the FEIN is not listed, the District IEVS Coordinator can contact CalWORKs Program analyst, Lisa Simmons for assistance to obtain the information.



Social Security Number (SSN) Requirements



Applicants and participants of federally-funded Temporary Assistance for Needy Families (TANF) benefits are required to disclose Social Security Numbers (SSN) as a condition of eligibility. However, this rule does not apply to noncitizens victims of human trafficking, domestic violence and other serious crimes applying for state-funded CalWORKs benefits and services under SB 1569. These individuals are to be treated the same, for eligibility purposes, as Refugee Cash Assistance (RCA) applicants/participants.

Therefore, applications for State-funded CalWORKs or RCA are not to be denied based on an applicant's refusal to disclose his/her SSN, when all other eligibility requirements have been met.

Did You Know



Senate Bill 1569 (SB 1569) enacted a new State-only program that extends eligibility for benefits and social services to noncitizen victims of human trafficking, domestic violence, and other serious crimes. The new program is entirely State-funded, and is time-limited to 8-months for cash aid, food stamps, and medical benefits.

Potential eligibility is based on the applicant's proof that he/she meets the definition of a victim of human trafficking, domestic violence, or other serious crime, and the applicant's ability to provide evidence that substantiates his/her claim.

While human trafficking or T Visa applicants may apply for the T Visa after applying for state-funded CalWORKs benefits, victims of other serious crimes including domestic violence, must provide proof that they have filed for the U Visa prior to application for state-funded CalWORKs benefits. Examples of confirmation documents include but are not limited to:

- Sworn statements from law enforcement officials;
- Sworn statements from Advocacy groups; and
- USCIS receipts, notices of action, or copy of application.

On July 17, 2007, BWS Line Operations released Work Around No. 64 which provides LEADER procedures to issue cash aid and food stamps via LEADER auxiliary benefits. Additionally, the Work Around details instructions to update MEDS to provide Medi-Cal benefits.

Districts that receive an application from this population should continue to contact the appropriate Program staff for guidance, as needed.

Specialized Supportive Services (SSS) Team Building Meetings

As some of you have heard the SSS Team Building Meetings (TBMs) are now underway. The purpose of the TBMs is to provide DPSS staff and service providers with an opportunity to brainstorm and solve problems collaboratively. Attendees are also encouraged to provide solutions/suggestions to the challenges providers and DPSS staff may face with each other and/or with the participants they serve. There has been an excellent turnout and attendees have found these meetings to be very productive. The meetings are held quarterly, and SSS staff from the CalWORKs Districts and GAIN Regional offices is encouraged to attend. It is a great way to network and strengthen your working relationships with service providers and co-workers.

The Staff Development Specialists from the SSS Section facilitate meetings in their designated Regional Offices and corresponding District Offices. If you have any questions or suggestions, please contact:

Nina Brown	Regions I, II	(562) 908-5839
Toai Griffin	Regions III, VII	(562) 908-5840
Saul Ledesma	Regions V, VI	(562) 908-5845
Patricia Perez	Regions II, IV	(562) 908-6880

Questions & Answers

Question: When a child receives income from a parent's disability, are the disregards applied?

Answer: Yes, LEADER applies the disregard to any family member's income that is from the specific disability income sources. Although two family members are receiving disability-based unearned income, the \$225 disregard is applied only once to the total family income. For more information, please see CW Policy Section 44-113.2.

Question: A participant was approved for 4 months of Rental Assistance (RA) in June. She came to the district in August to request her 3rd month RA payment and informed her EW that she had moved. Is she entitled to the RA for her new address?

Answer: The third payment of the 4-Month RA program may be paid to the participant for the pt's new address, provided she meets all eligibility requirements, such as when she was first evaluated and approved for the first payment of RA.